

# The Harder Foundation Grant Proposal Checklist

## Spring 2019

Your proposal should be submitted by email by **June 5th**, as a single PDF file. Each individual section should be separated by a blank page. We cannot receive emails and attachments that exceed **20 MB**. Email your proposal to: [info@theharderfoundation.org](mailto:info@theharderfoundation.org). All proposals need to provide the information as outlined below (please include all of the required items on our checklist).

### 1. COVER LETTER:

- Primary contact person's name, title, email address and phone number, and organizational website address.
- Whether you are applying for a grant for General Support or Project Support.
- The amount of funding you are requesting from The Harder Foundation.

### 2. NARRATIVE PROPOSAL (*No more than eight pages*):

All proposals should include the following information:

- Briefly summarize your organization's mission and organizational goals.
- If you are new to the Foundation**, please provide brief background information about your organization, including recent accomplishments.

### For Project Proposals:

- Short project title and a brief one paragraph summary of the project.
- Statement of need or problem to be addressed, your objectives, and expected outcomes.
- Description of your strategy, including who you are trying to influence, who you will partner with, what levers you will use to make progress, what your communications strategy is, and any challenges you foresee.
- A summary of activities you plan on carrying out, and in what timeframe.
- How you aim to evaluate the effectiveness of your project.
- Let us know whether or not you intend to engage in direct lobbying within the activities of the proposed project.

### For General Support Proposals:

- Summarize the primary environmental problems that your organization is tackling in the grant period.
- Include your organizational goals and objectives, the strategies and methods you are using, key activities and timeframe.
- Briefly describe your organization's communications and engagement strategy, including committed financial resources, staffing or contract services.
- Explain how your organization systematically evaluates the effectiveness of its programs overall.
- Summarize the health of your finances, fundraising efforts, governance, and staffing assets.

### **3. BUDGET AND FINANCIAL INFORMATION**

#### **All Proposals Must Include:**

- Organizational budget for the fiscal year in which the majority of the grant will be spent, including line item expenses, by program area; and secured and anticipated revenue sources. Please include an itemized list of key foundations supporting your work; and how much of your revenue comes from major donors, members, government, and other sources. *See Exhibit A following this checklist for an example.*
- Year to date Income and Expense Statement, and current Balance Sheet.
- Most recent audited financial statement, including the auditor's management letter. If you do not have an independent audited financial statement, include your most recent IRS 990.
- Please let us know if your organization has a board-designated reserve, and what percent of your annual budget it represents.

**Project Proposals:** *In addition to your organizational information listed above, provide a detailed project budget including:*

- Line item project expenses
- Include a column showing how The Harder Foundation funds will be spent.
- Itemized list of sources and amounts of secured and anticipated revenue for the project, including a list of specific foundations and the funds that they are contributing to the project.
- See Exhibit B following this checklist for an example.*

### **4. ADDITIONAL REQUIRED INFORMATION AND SUPPORTING DOCUMENTATION:**

- A copy of the organization's Internal Revenue Service 501(c)(3) determination letter accompanied by a statement confirming that your organization's 501(c)(3) ruling remains in effect as of the date of the proposal. This statement should be on the organization's letterhead, and signed by the Executive Director.
- Please indicate whether or not your organization has made the section 501(h) lobbying expenditure election.
- The names, titles, addresses and phone numbers of the primary organizational or project contact people and a list of current directors and officers.
- Qualifications of key individuals involved in the work being proposed.
- Supporting documentation only if the information is essential to our understanding of the proposal.

Exhibit A: This is an <i>example</i> only, you do not need to use this form		XYZ GRANTEE Organizational Budget				
INCOME		Administration	Fundraising	Program or Project A	Program or Project B	TOTAL
	Grant Income					
	Donations					
	Legal Reimbursements					
	Interest					
	Event Income					
	Other?					
	<b>TOTAL INCOME</b>	\$	\$	\$	\$	\$
<b>EXPENSES</b>						
	Salaries					
	Benefits					
	Legal Fees					
	Contractors					
	Events and Meetings					
	Supplies					
	Travel					
	Printing and Postage					
	Etc					
	Etc					
	<b>TOTAL</b>	\$	\$	\$	\$	\$

<b>Exhibit B:</b> This is an <i>example</i> only, You do not need to use this form.		<b>XYZ GRANTEE Project Budget</b>	
<b>REVENUE</b>		<b>Anticipated Funds</b>	<b>Secured Funds</b>
	The Harder Foundation		
	Foundation A		
	Foundation B		
	Foundation C		
	Foundation D		
	Foundation E		
	Unrestricted Funding		
	<b>TOTAL</b>	<b>\$</b>	<b>\$</b>
<b>EXPENSES</b>		<b>Harder Funds</b>	<b>Project Budget</b>
	Salaries		
	Legal Fees		
	Outreach		
	Administration		
	Travel		
	Etc		
	Etc		
	<b>TOTAL</b>	<b>\$</b>	<b>\$</b>